

Proof of Claim

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If the creditor cannot be located on the case or is in the database but has a different address than the one listed for the creditor, they should be added to the creditor database before filing the claim.

In the following exercise, the creditor is already on the case. Other lessons show how to add creditors to the creditor database by adding each record separately.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



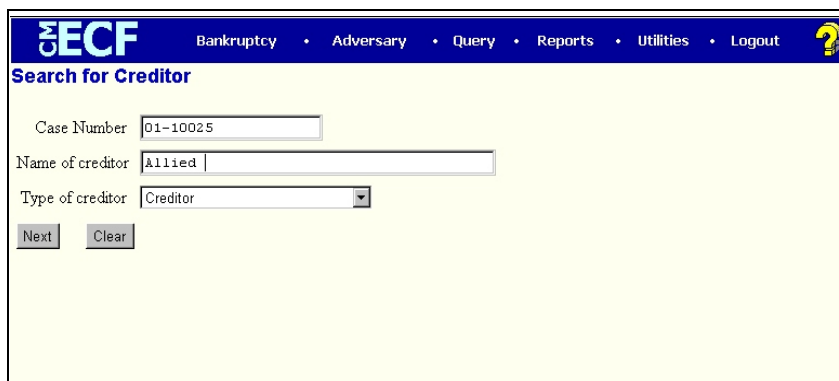
Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click on the File Claims hyperlink.

STEP 3 The **CREDITOR SEARCH** screen will display. (See Figure 3.)**Figure 3**

- ◆ Click in the **Case Number** box and enter the correct case number in YY-NNNNN format.
- ◆ Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

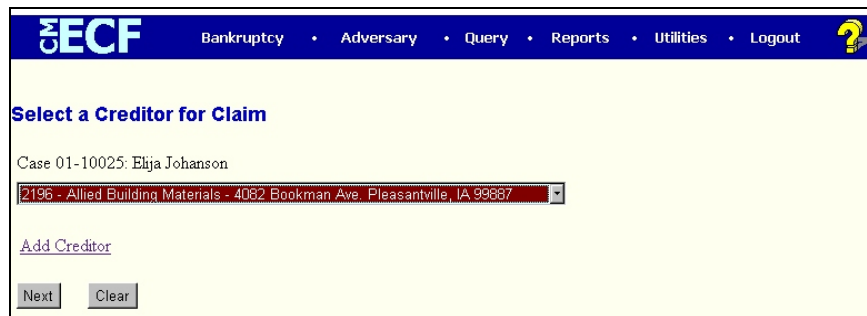
1. Searching is case sensitive. (Smith not smith)
2. Include punctuation. (O'Brien or Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.
6. Wild cards are not required but may be used.

NOTE: Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor**.

The **Creditor Type** must match the creditor information. If creditors are stored on the database as a different **Creditor Type** you will have to search by that Type. A creditor with a **Creditor Type** of **Notice of Appearance** will not be found unless the **Creditor Type** field is changed to **Notice of Appearance**.

- ◆ Click [**Next**] to search the creditor database for this claimant.

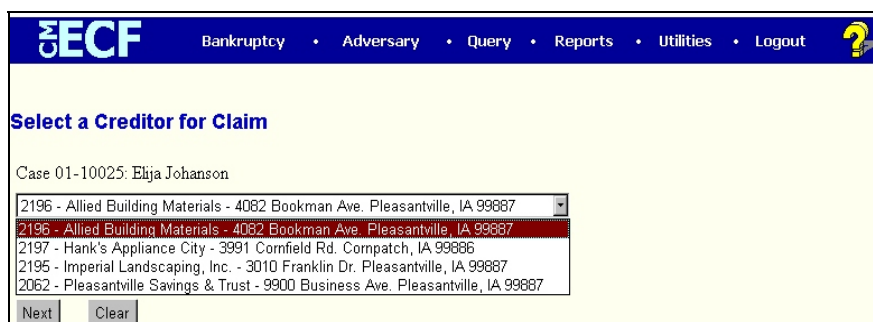
STEP 4 The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria. (See Figure 4a.)



The screenshot shows the ECF web interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Select a Creditor for Claim". Below this, the case information "Case 01-10025: Eliza Johanson" is displayed. A search results box contains a single entry: "2196 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887". Below the search results, there is a link "Add Creditor" and two buttons: "Next" and "Clear".

Figure 4a

NOTE: If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors (See Figure 4b.)



The screenshot shows the ECF web interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Select a Creditor for Claim". Below this, the case information "Case 01-10025: Eliza Johanson" is displayed. A search results box contains a list of creditors: "2196 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887", "2196 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887", "2197 - Hank's Appliance City - 3991 Cornfield Rd. Compach, IA 99886", "2195 - Imperial Landscaping, Inc. - 3010 Franklin Dr. Pleasantville, IA 99887", and "2062 - Pleasantville Savings & Trust - 9900 Business Ave. Pleasantville, IA 99887". Below the search results, there is a link "Add Creditor" and two buttons: "Next" and "Clear".

Figure 4b

- ◆ Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

If you are unable to find a creditor after using different search criteria, the Add Creditor hyperlink allows you to add a creditor to the case (**refer to the Creditor Maintenance module for instructions on how to add a creditor**).

- ◆ Click **[Next]** to continue adding a Proof of Claim.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. (See Figure 5.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Proof Of Claim Information For

1029320 - Allstate Insurance
P.O. Box 650562
Dallas, TX 75265

Case Number: 4:02-bk-11111	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor
Last Date To File:	Last Date To File (Govt):	Date Filed: 10/24/2002	Late: No	Status:

Amount Claimed

Unsecured	Secured	Priority	Unknown	Total (Display Only)
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Amount Allowed

Unsecured	Secured	Priority	Unknown	Total (Display Only)
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Description:
Remarks:

Next Clear

Figure 5

- ◆ Enter the data in the appropriate fields for the claim. Do not enter the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
- ◆ An **Amends Claim#** field displays. If the claim being filed indicates that it is an amendment to a previously filed claim, enter the claim number of the previously filed claim in the box provided.
- ◆ A **Duplicates Claim#** field displays. If it has been determined that the claim being filed is a duplicate of a previously filed claim, enter the claim number of the previously filed/duplicate claim.
- ◆ The **Late** field defaults to **No**. Leave this field on the default of No, **even if** it is apparent that the claim was filed late when compared to the Proof of Claim Deadline.
- ◆ The **Status** field defaults to blank, but other options are: Allow, Amendment, Expunge, Reclassify, Reduce and Withdraw. **Leave this field on blank.**
- ◆ There is an **Amount Claimed** and **Amount Allowed** section to record. Do not enter **Amount Allowed** at this time. Both of these amounts will appear on the Claims Register.
- ◆ The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.
- ◆ The **Description** and **Remarks** fields will appear on the Claims

Register. Both fields are 60 characters long.

- ◆ The **Total Amount Claimed** and the **Total Amount Allowed** fields total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.
- ◆ When you have completed this screen, click **[Next]** to associate the PDF file of the claim with this filing.

STEP 6 The **PDF Document** screen displays. (See Figure 6a.)

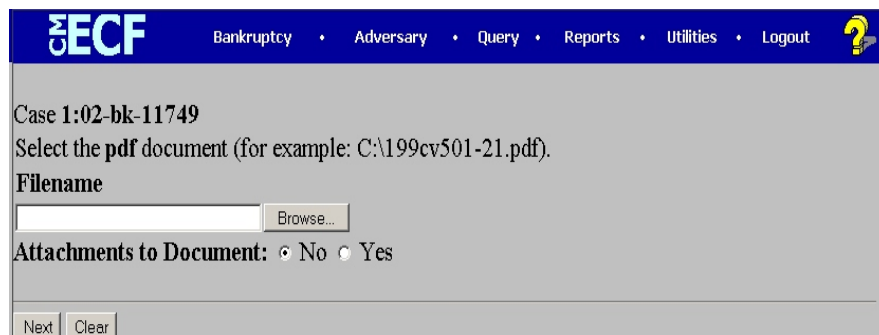


Figure 6a

- ◆ A PDF image of the claim is required.
- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 6b.)

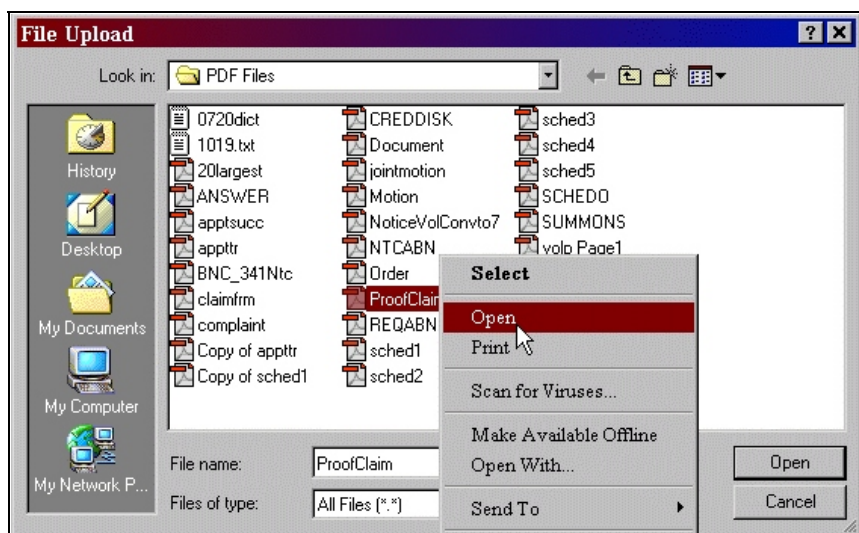


Figure 6b

- This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.
- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 6c.)

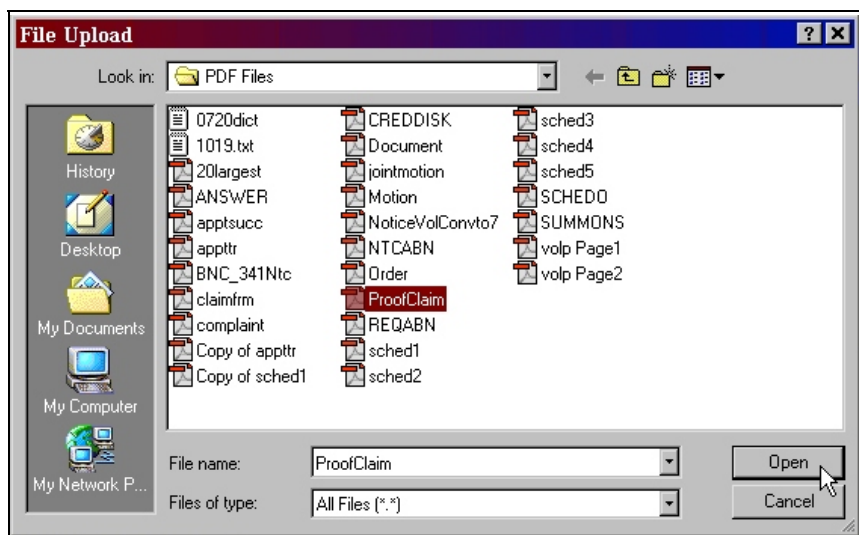
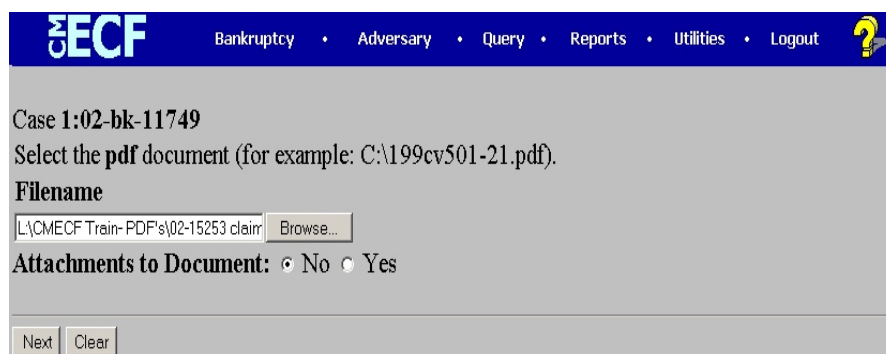


Figure 6c

- ◆ The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. (See Figure 6d.)



Case 1:02-bk-11749

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

L:\CM/ECF Train-PDFs\02-15253 claim

Attachments to Document: ☒ No ☐ Yes

Figure 6d

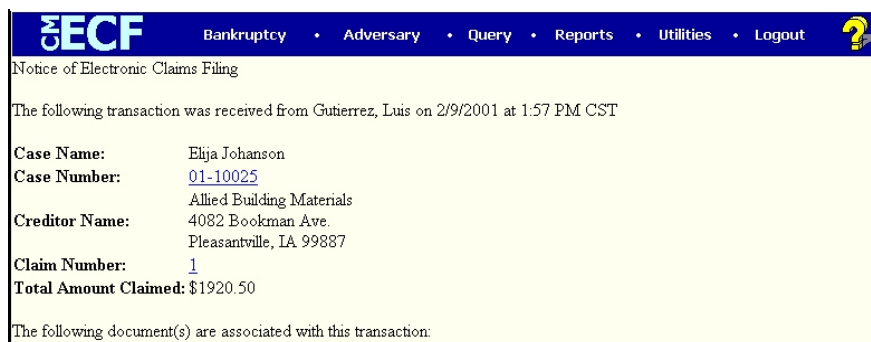
- ◆ PDF **attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document.

NOTE: Please note that the PDF file of this claim is not an **attachment**. An **attachment** is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- ◆ Click **[Next]**.

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. (See Figure 7.) This claim is now part of the official court record.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Notice of Electronic Claims Filing

The following transaction was received from Gutierrez, Luis on 2/9/2001 at 1:57 PM CST

Case Name: Elija Johanson

Case Number: [01-10025](#)

Creditor Name: Allied Building Materials
4082 Bookman Ave.
Pleasantville, LA 99887

Claim Number: [1](#)

Total Amount Claimed: \$1920.50

The following document(s) are associated with this transaction:

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Claims Filing will present the case docket report.
- ◆ Clicking on the document number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.

Document description:Main Document
Original filename:O:/CMECF/PDF Files/ProofClaim.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=981492479 [Date=2/9/2001] [FileNumber=7522-0] [95
be7d7c63abc7867cde3ca922f576e65314370f5681b79d49cf7d14956583e09b6dc385
22eb407fca3530528a41000cf4e299f8486f6c14fde5d56ca40cf0f6]]

Figure 7

- ◆ To print a copy of this notice, click the browser [Print] icon.
- ◆ To save a copy of this notice, click [File] on the browser menu bar and select Save Frame As.
- ◆ To continue claims processing, click again on Bankruptcy, File Claims. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

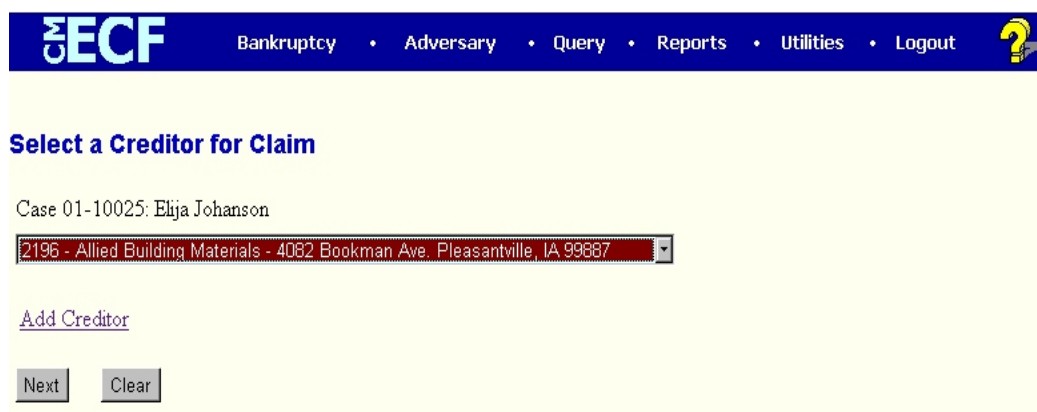
STEP 8 CLAIMS REGISTER

- ◆ To run the Claims Register, click Reports on the Main Menu Bar and then Claims Register hyperlink.

Creditor Maintenance - Adding A Creditor

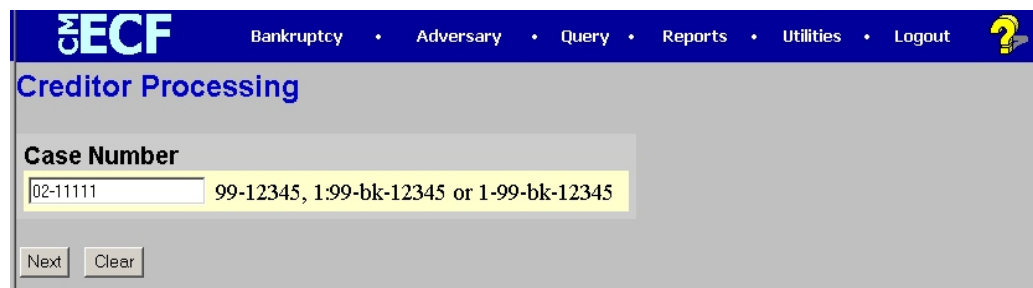
Click on the down arrow to reveal the list of creditors if more than one creditor displays.

- If the creditor filing the claim IS NOT found on the list or
- If the creditor is found, but the address different from the address on the proof of claim
 - Click the ADD CREDITOR hypertext link; and proceed to STEP 1.



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the bar, the title 'Select a Creditor for Claim' is displayed. The main content area has a light yellow background. It shows 'Case 01-10025: Eliza Johanson'. Below this is a dropdown menu with the selected option '2196 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887'. Under the dropdown is a link 'Add Creditor'. At the bottom are two buttons: 'Next' and 'Clear'.

STEP 1 The Creditor Processing screen displays. (See Figure 1)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the bar, the title 'Creditor Processing' is displayed. The main content area has a light gray background. It shows 'Case Number' with a text input field containing '02-11111' and a dropdown menu with the selected option '99-12345, 1:99-bk-12345 or 1-99-bk-12345'. Below the input field and dropdown are two buttons: 'Next' and 'Clear'.

Figure 1

- Verify the case number.
- Click [Next].

STEP 2 The ADD CREDITOR screen displays. (See Figure 2)

Add Creditor(s)

Case 4:02-bk-11111 already contains creditors!
Case number 4:02-bk-11111 Barry Joshua Barber

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type

Creditor committee ☒ No ☐ Yes

☒ Continue to Enter ☐ Last Entry

Figure 2

- Verify the case number and name show on this screen.
- The system may warn that creditors already exist in this case. This is expected. Continue to add the new creditor to this case.
- Enter the creditor name and address, EXACTLY as shown on the claim, in the text boxes provided.
- The Type of creditor defaults to creditor. Accept this default.
- The Creditor Committee option defaults to No, indicating that this creditor is not a member of the creditor committee. Accept the default on No unless it is known that this creditor is a member of the Creditor Committee. Then change the default to Yes.
- The radio button Continue to Enter is highlighted. If more than one creditor needs to be entered, accept this default. If this is the only or last creditor to be added, change the radio button to select Last Entry. This means this will be the last creditor to be added at this time.
- Click [Next].

STEP 3 The Creditor Confirmation screen displays. (See Figure 3)



Add Creditor(s)

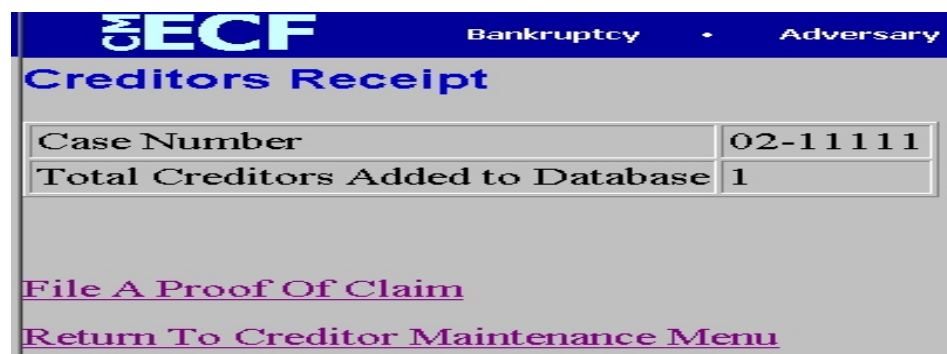
Total Creditors Entered 1

Submit

Figure 3

- The number of creditors added to the system displays. Verify this is the correct number of creditors added.
- If additional creditors need to be added, press the [Back] browser button, change the option from 'Last Entry' to 'Continue to Enter', and click [Next].
- Once all creditors have been entered, click [Submit]. Submit must be clicked in order for any new creditors to be added to the case.

STEP 4 The Creditor Receipt screen displays. (See Figure 4)



ECF Bankruptcy • Adversary

Creditors Receipt

Case Number	02-11111
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure 4

STEP 5 Click the [FILE A PROOF OF CLAIM](#) hypertext link to proceed with filing the claim.